

SUPERVISOR'S REPORT OF REASONABLE SUSPICION

Section 1

Employee Name: _____ Classification: _____

Department: _____ Agency: _____

Date of Observation: _____ Time: _____ am/pm

Location: _____ Employee in test-designated position? ☐ Yes ☐ No

Section 2

Observations: Check ALL that apply:

BEHAVIOR

- ☐ stumbling, unsteady gait
- ☐ drowsy, sleepy, lethargic
- ☐ agitated, anxious, restless
- ☐ hostile, belligerent
- ☐ irritable, moody
- ☐ depressed, withdrawn
- ☐ unresponsive, distracted
- ☐ clumsy, uncoordinated
- ☐ tremors, shakes
- ☐ flu-like illness complaints
- ☐ suspicious, paranoid
- ☐ hyperactive, fidgety
- ☐ inappropriate, uninhibited behavior
- ☐ possessing, dispensing, or using controlled substance or alcohol

APPEARANCE

- ☐ flushed complexion
- ☐ excessive sweating
- ☐ cold, clammy sweats
- ☐ eyes:
 - ☐ bloodshot
 - ☐ tearing, watery
 - ☐ dilated (large) pupils
 - ☐ constricted (pinpoint) pupils
 - ☐ unfocused, blank stare
- ☐ unkempt grooming
- ☐ disheveled clothing

SPEECH

- ☐ slurred, thick
- ☐ incoherent
- ☐ exaggerated enunciation
- ☐ loud, boisterous
- ☐ rapid, pressured
- ☐ excessively talkative
- ☐ nonsensical, silly
- ☐ cursing, verbal abusiveness
- ☐ inappropriate verbal response to questions or instructions

BODY ODORS

- ☐ alcohol
- ☐ marijuana

SUMMARY (circumstances, employee response, supervisor actions, other observations): _____

Section 3

The observations, as documented above, were made of the employee identified in Section 1.

Supervisor Name (printed or typed) _____

Signature _____

Date _____

Additional Witness: (optional) _____

Witness Name (printed or typed) _____

Signature _____

Date _____

Section 4

Test Determination:

- ☐ Reasonable Suspicion Alcohol Breath Test
- ☐ Reasonable Suspicion Drug Urine Test
- ☐ No Test Required
- ☐ Employee Refused Test
- ☐ No Test Conducted:
 - ☐ No collection available
 - ☐ Employee transported for medical care
 - ☐ Other (explain)

Section 5

Employee transported to collection site by: _____

Time transported _____ am/pm Collection Site: _____